AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 | 7

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
0002	29-Jul-2003		

6. ISSUED BY CODE N65540
NAVAL SURFACE WARFARE CENTER, CARDEROCK
CODE 3352 KAREN GUTMAKER
5001 SOUTH BROAD ST
PHILADELPHIA PA 19112-1403

7. ADMINISTERED BY (If other than item 6) CODE
See Item 6

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)

CODE FACILITY CODE

X	9A. AMENDMENT OF SOLICITATION NO. N65540-03-R-0041
X	9B. DATED (SEE ITEM 11) 18-Jun-2003
	10A. MOD. OF CONTRACT/ORDER NO.
	10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [ ] is extended, [X] is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

[ ] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[ ] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE TWO

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 29-Jul-2003

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

1. The following clause is modified to add "excluding resumes" to the maximum page limitation for the Technical Proposal. The first sentence under (2) TECHNICAL PROPOSAL is hereby changed as follows:

FROM: Technical proposals shall be a maximum of 100 pages in length.

TO: Technical proposals shall be a maximum of 100 pages in length (excluding resumes).

CAR-L11 PROPOSAL PREPARATION REQUIREMENT (JUL 2002) (NSWCCD)

It is requested that offerors prepare their proposals in accordance with the following organization, content and format requirements to assist the government in making a complete and thorough evaluation of all proposals. Proposals shall be submitted as three separate documents, as follows:

Documents	Original	Copies
Solicitation, Offer and Award Document (SF-33)	1	2
Technical Proposal	1	5
Cost Proposal	1	2

The "originals" shall be clearly identified as the "ORIGINAL", and bear the original signature(s) of the offeror. The "copies" shall be complete and clearly identified as "COPY" or "DUPLICATE".

In order to facilitate the evaluation process, it is requested that offerors also submit their cost and technical proposals' spreadsheets on diskette (in addition to the hard copy requirements stated above). Diskettes shall be in 3.5 inch, high density format, and it is requested that the spreadsheet files be compatible with Windows 95 Version 4.0, Excel 97 Version 8.0. The provision of these spreadsheet files on diskette in no way relinquishes the offeror's responsibility to provide hard copies of the cost and technical proposals.

(1) SOLICITATION, OFFER AND AWARD DOCUMENTS (SF-33 RFP)

This document, which may be used as part of the contract award document, shall be fully executed and returned as a separate document from the technical and cost proposals. Special attention should be taken to accurately enter the prices required in Section B, complete all Representations and Certifications in Section K and ensure that an authorized person signs the offer in Block 17 of Page 1.

The document SHALL NOT be embellished with any cover or binding. If the offeror makes any qualifications to any provisions in the RFP, all such qualifications shall be listed in a cover letter to the proposal. Qualifications may also be annotated on the Solicitation, Offer and Award document, if such annotation is necessary to clarify the qualifications.

(2) TECHNICAL PROPOSAL

Technical proposals shall be a maximum of 100 pages in length (excluding resumes).

The technical/management proposal should be written so that management and engineering oriented personnel can make a thorough evaluation and arrive at a sound determination as to whether the proposal meets the requirements of this solicitation. To this end, the technical proposal shall be so specific, detailed and complete as to clearly and fully demonstrate that the prospective contractor has a thorough understanding of the technical requirements contained in Section C of this solicitation.

Statements such as "the offeror understands," "will comply with the statement of work," "standard procedures will be employed," "well known techniques will be used" and general paraphrasing of the statement of work are considered inadequate. The technical proposal must provide details concerning what the contractor will do and how it will be done. This includes a full explanation of the techniques, disciplines, and procedures proposed to be followed.

ANY EXCEPTION TO THE GOVERNMENT'S TECHNICAL REQUIREMENTS/SPECIFICATION MUST BE INCLUDED IN A COVER LETTER TO THE TECHNICAL PROPOSAL.

Offerors are not encouraged to take exceptions to this solicitation. Any exceptions taken to the specifications, terms, and conditions of this solicitation shall be explained in detail and set forth in a cover letter as well as in the related section of the Technical Proposal. Offerors are to detail the particular section, clause, paragraph, and page to which they are taking exception.

The technical proposal shall not contain any reference to cost; however, information concerning labor allocation and categories, consultants, travel, materials, equipment and any information of interest to technical reviewers shall be contained in the technical proposal in sufficient detail so that the offeror's understanding of the scope of the work may be adequately evaluated. The technical proposal shall be page numbered, contain a table of contents, be organized in the following four (5) sections, and shall address in detail the following information:

SECTION 1 - INTRODUCTION

This section shall provide any necessary background information and an overview of the proposal which the offeror believes will assist in the understanding and accurate evaluation of the proposal.

The factors detailed below will be evaluated by the EC.

SECTION 2 - PERSONNEL

Offerors will be required to submit resumes for key personnel. The required minimum number of key personnel resumes will be 10. One resume cannot be submitted for more than two (2) labor categories. Resumes for key personnel shall be a maximum of 3 pages. The offerors shall use the following format for written key personnel resumes:

Labor Category
Name:
Security Clearance:
Current Employer:

Education/Training: (list any diplomas and/or degrees obtained, institution, year obtained)

Summary: (provide a concise summary paragraph on why this individual was selected as key personnel)

Directly Related Work Experience: (list each relevant job title, the inclusive dates of employment (month/yr), the employer, and a brief synopsis for each job listed on how this experience is directly related to the scope of work of the acquisition under competition.)

References: (provide two (2) verifiable references from government or commercial customers with extensive knowledge of the individual on projects of similar size and scope of effort. Names, organization, phone numbers, and e-mail addresses should be provided.)

Signature/Date: (key personnel shall sign and date the resume)

Personnel will be evaluated in terms of experience, education and training as stated in the qualifications listed in the labor categories listed below.

Minimum Qualifications

The minimum qualifications for the respective labor categories are as follows.

(a) Program Manager *: The Program Director shall have a bachelor's degree in engineering from an accredited college or university and a minimum of twenty years experience in the operation, maintenance, design, or testing of US Navy ships Hull, Mechanical, and Electrical (HM&E) equipment of which ten years must have been at the program management level. Experience with Navy maintenance strategies and Navy maintenance systems. Detailed knowledge of US Navy organizations, their functions, and their responsibilities.

(b) Project Engineer *: The Project Engineer shall have a bachelor's degree in engineering from an accredited college or university and have a minimum of fifteen years experience in the operation, maintenance, and in-service testing of Naval shipboard HM&E equipment. The last five years of this experience must be directly related to the SOW. Demonstrated experience managing projects similar in scope, magnitude, and complexity, as those listed in the SOW is mandatory. The educational requirements may be satisfied with an additional ten years of experience and knowledge of US Navy organizations, their functions, and their responsibility.

(c) Senior Engineer *: The Senior Engineer shall have a bachelor's degree in engineering from an accredited college or university and a minimum of ten years experience in the design, operation, maintenance or testing of HM&E equipment. Experience in the development of technical documentation utilizing military specifications and standards. Knowledge of US Navy organizations, their functions and their responsibility. Minimum of three years supervisory experience.

(d) Junior Engineer: The Engineer shall have a bachelor's degree in engineering from an accredited college or university and a minimum of three years experience in the design, operation, maintenance, or testing of US Naval ship's HM&E equipment. Experience in mathematical modeling of, or trending performance of shipboard equipment or systems. Experience in the development of technical documentation utilizing military standards and specifications.

(e) Engineer*: The Engineer shall have a bachelor's degree in engineering from an accredited college or university and a minimum of six years experience in the design, operation, maintenance, or testing of US Naval ship's HM&E equipment. Experience in mathematical modeling of, or trending performance of shipboard equipment or systems. Experience in the development of technical documentation utilizing military standards and specifications.

(f) Systems Analyst *: The System Analyst shall have a bachelor's degree from an accredited college or university and a minimum of six years experience in tasks directly related to the SOW. This experience in the design, operation, maintenance, or testing of US Naval ship's HM&E equipment. Experience in mathematical modeling of, or trending performance of shipboard equipment or systems. The educational requirements may be satisfied with an additional eight years of experience directly related to the design, operation, maintenance, or testing of US Naval ship's HM&E equipment.

(g) Logistician: The Logistician should have a high school diploma and be a graduate of military schools which have provided and in-depth knowledge of naval shipboard systems maintenance and operation. Must demonstrate five years experience in the development of Integrated Logistics Support of systems and equipment directly related to the SOW.

(h) Configuration Management Specialist: The Configuration Management Specialist should have a high school diploma and be a graduate of military schools which have provided an in-depth knowledge of naval shipboard systems maintenance and operation. Must have five years experience with the use and development of Configuration Management Plans of systems and equipment directly related to the Statement of Work (SOW).

(i) Senior Engineering Technician *: The Senior Engineering Technician must be a high school graduate and be a graduate of military schools which have provided an in-depth knowledge of naval shipboard systems maintenance and operation or be a graduate of a trade, industrial or correspondence school for engineering and have fifteen years of experience involving naval ships HM&E equipment. The most recent five years experience must be directly related to the design, operation, maintenance, or testing of US Naval ship's HM&E equipment.

(j) Junior Engineering Technician: The Engineering Technician should be a graduate of high school, trade, industrial or correspondence school for engineering and have three years of practical experience involving US Navy ships HM&E equipment.

(k) Draftsman: The Draftsman must have five years practical experience in graphic arts and a demonstrated knowledge of graphic production equipment.

(l) Word Processor : The Word Processor shall be a high school graduate or equivalent, must have three years experience in word processing, data entry, formatting, and operation of word processing equipment, must have two years experience in use of spreadsheet software and basic database setup, and must have formalized word processing software utilization.

(n) Computer Science Engineer: The computer science engineer should have completed a full 4-year course of study in an accredited college or university leading to a Bachelor's degree or higher in computer science engineering with 30 semester hours in a combination of mathematics, statistics, and computer science. At least 15 of the 30 semester hours must have been in any combination of statistics and mathematics that included differential and integral calculus. Computer science engineer should have six years of practical experience involving US Navy maintenance databases and systems.

(o) Computer Programmer: The computer programmer should have completed a full 4-year course of study in an accredited college or university leading to a Bachelor's degree or higher in computer science or information technologies. The Computer programmer should have at least one year's experience within the last three years performing electronic data processing computer maintenance programming for a multi-programming computer system and conducting systems analysis design and three years' experience, within the last three years, in computer programming, utilizing Common Business-Oriented Language (COBOL), Basic Assembler Language, or fourth-generation computer languages such as MAPPER, FOCUS, MUMPS and NATURAL for medium-to-large scale third-generation computers, one year of which must have been in electronic data processing computer maintenance programming for a multi-programming computer system and conducting systems analysis.

(p) Software Technician: The computer software technician should have completed a full 4-year course of study in an accredited college or university leading to a Bachelor's degree or higher in computer science or information technologies and must have 2 years of specialized experience performing the range of duties as described below:

1. specialized experience including the performance of such tasks as translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of programming language.
2. Interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow.
3. Operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts.
4. Scheduling the sequence of programs to be processed by computer where alternatives had to be weighed with a view to production efficiency.
5. Preparing documentation on cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion.

6. Manipulating data, databases and software for various operating systems and platform applications.

7. Developing and maintaining web based requirements.

* - Denotes KEY personnel.

SECTION 3 – PAST PERFORMANCE/ CORPORATE EXPERIENCE

The offerors will be evaluated regarding their past performance in the past three (3) years, and corporate experience on related programs in the past five (5) years. Offerors at a minimum should provide a sampling of work accomplished related to On-site engineering and other technical support to Naval, Marine Industry and/or other Government activities. These samples can cover; work samples related to supporting On-site engineering, research and development initiatives and other technical support, investigating single fuel initiatives; supporting detailed design and engineering construction support for HM&E systems on ships/submarines; providing detailed design and engineering construction support for Habitability and Quality of life improvements on various classes of ships. Offerors can also supply examples related to Live Fire Test and Evaluation (LFT&E) programs, work examples on coding/programming of Autonomic Systems onboard ships, example of providing Electrical system analysis and evaluation on ships, and examples can also be provided related to development of the Recoverability Analysis Tool to analyze proposed ship system designs. The evaluation of this factor may also include verifying the offeror's "references" and obtaining other information outside the proposals concerning the offeror's performance history. Work specifically related to Naval Ships will be more highly rated.

SECTION 4 – MANAGEMENT/QUALITY ASSURANCE PLAN

The written proposals should include a thorough management/quality assurance plan for implementing the various tasks. This plan will be evaluated with regard to the sound management and engineering principles employed, quality assurance techniques, the level of detail presented and the amount of tracking or oversight used by the offeror. It should be evident in the proposal that there exists sufficient management to resolve both routine "every day" problems and more complex issues. Written proposals should also evidence the extent to which Small, Small Disadvantaged, Veteran Owned, Service Disabled Veteran Owned, and Women-Owned Businesses, Historically Black Colleges or Universities and Minority Institution Subcontracting such firms are specifically identified in the proposal and subcontracting plan, the extent of commitment to use such firms, the complexity and variety of the work such firms are to perform and the extent of participation of such firms in terms of the value of the total acquisition will be evaluated. Although FAR 52.219-9 does not apply to small businesses, FAR 52.219-8 does apply and small business are required to address this factor.

SECTION 5 - FACILITIES

The written proposals should include adequate information to demonstrate sufficient facilities and infrastructure. Hardware and software capabilities should be sufficient to successfully complete assigned tasks related to the scope of work.

(3) COST PROPOSAL

To assist the Government in determining cost reasonableness/realism for this effort, the offeror shall provide sufficient detailed cost information with the proposal to make this determination. In preparing the cost proposal, it is essential that the offeror breakout and identify separately for each year of the contract, the following types of cost elements listed below. The following is only an example of the various types of cost elements which may be applicable but not necessarily limited to:

Direct Labor Costs:

(1) Information including the name, title, and actual hourly rate shall be provided by the Offeror for each individual proposed for the labor categories identified in Section B. If the Offeror proposes direct labor rates based

on a composite rate structure, then the Offeror shall clearly identify the individuals comprising the composite, their respective actual hourly rates, and method used to derive the composite rate.

(2) If an Offeror's proposed labor category differs in name from those listed in Section B, a chart shall be included which identifies how these categories correspond to the ones listed in the solicitation.

(3) The Offeror shall identify any escalation rates utilized in the preparation of their cost proposal, and shall provide historical information pertaining to the actual escalation rate experienced over the past three (3) year period.

(4) Offerors are reminded that the staff proposed in the technical proposal must be the same staff proposed in the cost proposal.

(5) The Offeror shall provide a copy of the Employment Contract for any individual proposed who is not currently employed by the Offeror or subcontractor (if proposed).

Subcontracting Costs: The proposal shall include subcontract cost data in the same level of detail as provided for the offeror. Any subcontracting costs shall be supported. It is the Offeror's responsibility to ensure that this support documentation is received by the Government within the timeframe (i.e. closing date) established for this instant solicitation.

Consultants: If applicable, provide a detailed listing of consultants expected to be used, rationale for selection and associated costs which are proposed for reimbursement. Include those items of costs associated with consultants (i.e. hours proposed, and hourly rate). A copy of the Consultant Agreement shall also be provided by the Offeror.

Indirect Rates: Offerors shall list the cost elements that comprise the overhead, general and administrative expenses, and the other indirect pools. All indirect rates shall be summarized. Offerors shall list proposed indirect rates, DCAA recommended rates, and historical actuals (audited and unaudited) for the past three years. If proposed rates reflect negotiated forward pricing rates, a copy of the current forward pricing rate agreement shall be provided. If the rates are not negotiated forward pricing rates, then the basis for the proposed rates shall be explained.

Facilities Capital Cost of Money: If this cost element is proposed, the offeror shall provide information pertaining to the derivation of the FCCOM costs (i.e. FCCOM factors and application bases).

Fee: Identify the fee rate and total amount proposed and identify the various cost elements for which the fee is being applied.

Support Costs: These costs reflect all other direct costs which are not labor costs. For proposal purposes, the not-to-exceed (NTE) amounts for the support costs (material, travel and computer usage) have been identified in Section B. Along with these costs, the Offeror may include a cost element associated with a G&A/handling rate associated with these costs. If a G&A/handling rate is proposed for these support costs, the Offeror shall identify these costs and their applicable rate as provided in Section B. Lastly, It should be noted that all support costs are non-fee bearing costs.